ARCHIVES

"NOBODY CAN DO EVERYTHING BUT EVERYONE CAN DO SOMETHING"

UNKNOWN

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Cover image:
S-SP-B1388-1 – Boy Scouts loading toys into a fire truck at the Victory Theatre, December 10, 1951. The scouts worked with city firemen to repair broken toys and give them to less fortunate families. Star Phoenix.

VISION, MISSION, VALUES AND MANDATE

The 2011-2016 strategic plan presents the vision, mission and values of the Saskatchewan Archives: its mandate is prescribed in legislation.

Vision

A trusted, respected, accessible and progressive guardian of Saskatchewan's documentary heritage.

Mission

- To acquire, manage, preserve and make accessible records of significance that reflect the rights and activities of Saskatchewan's people – those of public and private organizations and those of individuals
- To foster government accountability and transparency by advancing and facilitating responsible records management in the public sector
- To promote and assist the many uses of the documentary records of Saskatchewan
- To engage the people of Saskatchewan with their documentary heritage, and to foster an understanding of our collective identity
- To provide leadership and support for the on-going development of archival work.

Values

The rights and responsibilities of a democratic society are the foundation of our work. Core values of Saskatchewan Archives include:

- Accountability to the people of Saskatchewan and our patrons, past, present and future
- Innovation, leadership and collaboration
- Equitable access to public information and respect for individual privacy
- Integrity, transparency and ethical behaviour
- Professionalism and dedication to service excellence.

Mandate

The objects and functions of the Saskatchewan Archives Board are:

- To acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records
- To be the permanent repository of public and court records
- To facilitate the management of public and court records
- To encourage and support archival activities and the archival community.

The Archives Act, 2004

BUILT ON A HISTORY OF VOLUNTEERISM

From historically-minded individuals who donate personal papers, to scholars with expertise in Saskatchewan's history, to associations and organizations at work throughout our communities, to the many individuals who volunteer and work under the guidance of our professional archivists to assist with projects: the 2012 – 2013 Saskatchewan Archives Board Annual Report is dedicated to the many volunteers, past and present, who have helped us build one of the most comprehensive collections of documentary heritage in Canada.

ROLE OF THE SASKATCHEWAN ARCHIVES

The Saskatchewan Archives plays an important role in preserving and providing access to the cultural resources of the province. The institution acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. To optimize accountability and efficiency, the Saskatchewan Archives also provides information and records management for the Government of Saskatchewan. By acquiring, preserving and providing access to official records, the Archives enables the Government of Saskatchewan to fulfill its public trust.

To learn more about the Saskatchewan Archives, its permanent collection and its public services:

Visit the website
www.saskarchives.com

Visit in person
3303 Hillsdale Street
Regina, Saskatchewan
306.787.4068

Room 91, Murray Building
University of Saskatchewan
Saskatoon, Saskatchewan
306.933.5832

Write to us
Mailing Address
P.O. Box 1665, Regina S4P 3C6

LETTERS OF TRANSMITTAL

Her Honour, The Honourable Vaughn Solomon Schofield, S.O.M., S.V.M.
Lieutenant Governor of Saskatchewan

May it please Your Honour:

I respectfully submit the annual report of the Saskatchewan Archives Board for the period of April 1, 2012 to March 31, 2013.

Respectfully submitted,

Nancy Heppner
Minister Responsible for the
Saskatchewan Archives Board

Honourable Nancy Heppner
Minister Responsible for the
Saskatchewan Archives Board

Dear Minister:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2012 to March 31, 2013.

Respectfully submitted,

Trevor J.D. Powell
Chair
Saskatchewan Archives Board

MESSAGE FROM THE BOARD CHAIR

As I read about the work and accomplishments of the Saskatchewan Archives Board during 2012-13, I am reminded of the old adage: "necessity is the mother of invention." When people really need to accomplish something, they will find a way to do it. Coming up with new ideas and new approaches happens all the time. Some changes are planned; others are not.

To carry out our legislated mandate within available resources, the Board, management and staff have had to be creative and innovative. As much as possible, we are undertaking the renewal of the Archives through our five-year strategic plan. The key functions of our mandate have undergone, and will continue to undergo, close examination resulting in substantial changes in areas of service delivery. New ways to provide information and records management, preservation management and reference services are being developed and introduced in a controlled and effective manner.

As much as we may plan, change sometimes comes with little notice. Once again, the proverb above comes into play. Of necessity, we make decisions we would not previously have contemplated to ensure we can continue to deliver our programs to the best of our ability with the resources we have at our disposal. As much as possible, we are creative and innovative in implementation. It is a challenging task, but through varied and balanced approaches, partnerships and new technology, we are embracing our renewed mandate.

Respectfully submitted,

Trevor J.D. Powell
Chair
Saskatchewan Archives Board

LETTER FROM THE PROVINCIAL ARCHIVIST

I am pleased to present the Saskatchewan Archives Board's 2012-13 Annual Report, which highlights our accomplishments in all areas of service delivery, and our continued excellence in preserving the rich documentary memory that reflects our province's history.

In 2012-13, we entered the second year of a five-year strategic plan: *Rooted in Our Past, Renewal for Our Future*. Key actions included:

- completing a LEAN review of reference service delivery
- reducing our appraisal backlog at Gemini Warehouse
- adding more on-line images from our historical photographs collection
- transitioning from microfilming to digital imaging of our newspaper holdings
- completing a risk assessment of our Regina offices and a feasibility study of our Saskatoon office.

Another significant undertaking was a Corporate-wide, one-time amnesty on the disposal of pre-1996 public records, issued via Order in Council, which was central to the Archives' services to government and to the ongoing movement towards a digital-based records management system. Staff conducted compliance reviews, appraised records and identified material of long-term historical significance for transfer to Archives' custody. The Public Records Committee also declared old schedules obsolete, and promoted the development of ministry-wide modern schedules to reflect a function-based approach.

While Reference Services operated at reduced public hours, staff addressed the backlog in research enquiries, simplified the fee schedule, streamlined statistical reporting, and continued to deliver tours and seminars to university and school groups.

Partnerships with the Genealogical Society of Utah; the Saskatchewan Conference, United Church of Canada; and the University of Saskatchewan resulted in increased digitization for eventual web-deployment and the availability of additional archival materials for research use.

Friends of the Saskatchewan Archives (FOSA), a volunteer organization formed in 2011, was active in both Regina and Saskatoon in areas of advocacy, communications development, promotions and in assistance with projects resulting in increased awareness of our archival collection. Friends also took part in Archives Week activities in February 2013.

As 2013-14 begins, we chart progress in the development of on-line payment services; a commercial fees' schedule; additional "new model" records' schedules; participation in shaping the framework for a government-wide electronic document records management system; completion of our collections inventory; further examination of cost-recovery options for services and sources for revenue generation; and the development of additional partnerships to enable optimum web-availability to our holdings. We continue to examine new means to strengthen and endorse our essential role as keeper of the Province's historical memory.

Respectfully submitted,

Linda B. McIntyre
Provincial Archivist
Saskatchewan Archives Board

KEEPER OF SASKATCHEWAN'S STORIES: A BRIEF HISTORY

All facets of Saskatchewan life

From the personal to the public: the Saskatchewan Archives collects, preserves and provides access to a rich and diverse collection of primary source documents. These documents are examined by researchers from all walks of life to explore and tell the historical stories of the province and its people.

Letters, diaries, photographs: personal papers shed light on everyday life, often one of the most overlooked, yet socially and culturally significant, areas of history. Personal papers were the first documents collected in our province by historically-minded citizens, led by heritage pioneers like the Saskatchewan Archives' founder, Arthur Silver Morton.

For decades, governments were also encouraged to preserve and provide access to inactive government papers like memoranda, correspondence and meeting minutes. In fact, as far back as 1897, an ordinance for the Department of Territorial Secretary to keep government archives was passed, although an actual archival repository did not materialize. Later, during the Great War, an archives branch of the Legislative Library was funded; however, it did not acquire public records.

Eventually, through the *Preservation of Documents Act, 1920*, the retention and disposal of inactive public records was legislated, allowing for legal disposal of records through Order in Council. However, in the following years, despite dozens of orders issued, only two records were transferred to the Archives. It was clear to Morton that an official archival repository was needed to ensure valuable records were preserved for future generations, so he continued to lobby for one.

Pioneer records keeper

Since his 1914 arrival in Saskatchewan, historian Morton had extolled the need for government and citizens to collect and preserve documents. Supported by the Canadian Historical Association and the University of Saskatchewan, Morton proposed in 1937 that the provincial government establish an official repository and appoint an archivist. Later that year, the Historical Public Record Office was established with Morton appointed as Keeper of the Public Record.

In the mid-1940s, Morton called for legislation and secure financial support for the Archives, which was approved by the newly elected Co-operative Commonwealth Federation (CCF) government. Sadly, Morton did not live to witness the original *Archives Act, 1945*, come into law, dying mere weeks before its passage. The *Act* that he had long championed created an arms-length board that represented stakeholders already engaged in documenting Saskatchewan's heritage.

Archives Act, 1945: An expanded mandate

While the Historical Public Record Office was limited to acquiring public records, the new Saskatchewan Archives Board had a much broader mandate:

- to include all forms of records from both public and private sources
- to allow provincial archivists to examine all public and private records
- to appraise and select those records of historical value for preservation in the archives

- to establish a system of accountability for information created and maintained by government that mandated all public records be scheduled, with all records schedules approved by committees comprised of acknowledged officials and elected representatives.

In the decades following *The Archives Act, 1945*, the Saskatchewan Archives continued to grow its collection. In 1948, it began acquiring, preserving, and making accessible hundreds of thousands of photographs pertaining to the province's history, some from as far back as the 1870s. The same year, the Archives established an award-winning historical journal, *Saskatchewan History*, still published today, with renowned educator Hilda Neatby as its first editor.

Multi-year initiatives to photograph Saskatchewan homestead files and newspapers onto microfilm made these records more accessible than ever before, while preserving the original documents for future generations.

The Archives' collection expanded into multimedia, building impressive sound and moving image collections. Initiatives to collect oral histories of First Nations and Métis people, in addition to farmers, soldiers, trappers, activists, politicians and others, were undertaken and resulted in making available valuable resources to generations of researchers. In addition, the Archives' large moving image collection includes the proceedings of the Saskatchewan Legislature since 1982, along with thousands of television news items produced by several local Saskatoon and Regina stations between 1956 and 1979.

Throughout the decades, the Archives continued to grow its reputation for reaching out to the community it serves: the people of the province, who have come to rely on the Archives for expert assistance to celebrate major milestones. History was on everyone's mind during the province's 1955 Golden Jubilee and 75th anniversary celebrations in 1980, just as it was in 2005 during the Saskatchewan Centennial: researchers converged on the Archives to explore and understand the diverse history of our province, our peoples and our stories.

Constant modernization to better serve the public

By the 1990s, transformative changes were taking place:

- usage of new technologies exploded in the workplace, creating far more records than in the past
- access and privacy legislation was passed requiring detailed knowledge of the location and content of the records in archival custody
- the Archives' client base expanded reflecting increased awareness of the collection
- new approaches to information and records management were under way in both public and private sectors.

The Saskatchewan Archives also transformed to keep pace with the new workplace. In 2004, a revised *Archives Act* was passed, updating the legislative framework and ensuring Saskatchewan's legislation is in line with that of other Canadian provinces.

The Saskatchewan Archives continues to provide access to millions of primary source records from offices in both Regina and Saskatoon. In addition to its vital documents, including maps, land records, and homestead indices, the collection includes fascinating oral history accounts from indigenous people, sound recordings and moving images reflecting the social, cultural and economic expanses of the many communities of our province.

Digitizing archival records has been a massive long-term project: initiated in 2007, it continues as resources allow. In 2012, the Saskatchewan Archives launched an expanded website with a powerful database, *Threshold*, capable of providing access to literally tens of thousands of the collection's archival descriptions and images to researchers around the world.

As Saskatchewan moves forward to embrace the economic, social and environmental diversity of the province, the Saskatchewan Archives strives through its professional staff to meet the needs of modern government and the people it serves.

STRUCTURE & REPORTING RELATIONSHIP

Unlike most other provincial archives across Canada, Saskatchewan's provincial archive is positioned at arms-length from government, allowing it to exercise independent initiative, judgment, and service to meet its mandate. *The Archives Act, 2004* requires a board of directors to oversee the activities of the Saskatchewan Archives.

The Board is responsible for:

- appointing, reviewing and working with the Provincial Archivist
- ratifying specific management and fiscal decisions
- preserving the autonomy and integrity of the institution and its permanent collection
- representing the institution to government and the wider community.

The legislation provides for a board composition that includes:

- two representatives from the Saskatchewan public service
- one representative from the University of Saskatchewan
- one representative from the University of Regina
- up to five members of the community-at-large
- the Provincial Archivist serves as Secretary to the Board.

Beginning May 25, 2012, the Board reported to a new Minister Responsible, the Honourable Nancy Heppner, while maintaining its structure as a corporate entity. To conduct its operations, the Saskatchewan Archives receives an annual grant from the Government of Saskatchewan and receives funding through external partnership agreements.

Office space and storage facilities for the Saskatchewan Archives in Regina are leased through the Ministry of Central Services. The University of Saskatchewan provides office and storage space, at minimal cost, for the Saskatoon operations. The Saskatchewan Archives is responsible for its own financial management. The University of Saskatchewan provides support in financial functions, including payment services and banking on a fee-for-service basis. The Ministry of Finance serves as the Saskatchewan Archives' agent, providing payroll services for all staff.

Organization

The Saskatchewan Archives operates five function-based units in three Regina offices and one Saskatoon office:

- Appraisal & Acquisition
- Information Management & Legislative Compliance and Access
- Preservation Management & Digital Records
- Records Processing
- Reference Services, provided in both Regina and Saskatoon locations.

In addition, the Corporate Services unit and Information Technology unit are in place to support the operations of the organization.

Saskatchewan Archives' Board of Directors

At the beginning of this fiscal year, April 1, 2012, the Board had a full complement of eight directors, as outlined in *The Archives Act, 2004*, consisting of the following members:

Trevor J.D. Powell
Chair
Former Provincial Archivist

Fredrick D. (Rick) Mantey
Vice-Chair
Cabinet Secretary and Clerk of the Executive Council

***Dr. Michael Atkinson**
Member
Executive Director,
Johnson-Shoyama Graduate School of Public Policy

Dr. Thomas Bredohl
Member
Associate Professor, (History), Associate Dean (Research and Graduate Studies) University of Regina (On Sabbatical 2012-13)

Ron Dedman
Member
Deputy Minister, Central Services

Laura Hanowski
Member
Certified Saskatchewan Genealogy Researcher and Instructor

Dr. Catherine Littlejohn
Member
Freelance Historian, Researcher, Writer and Consultant

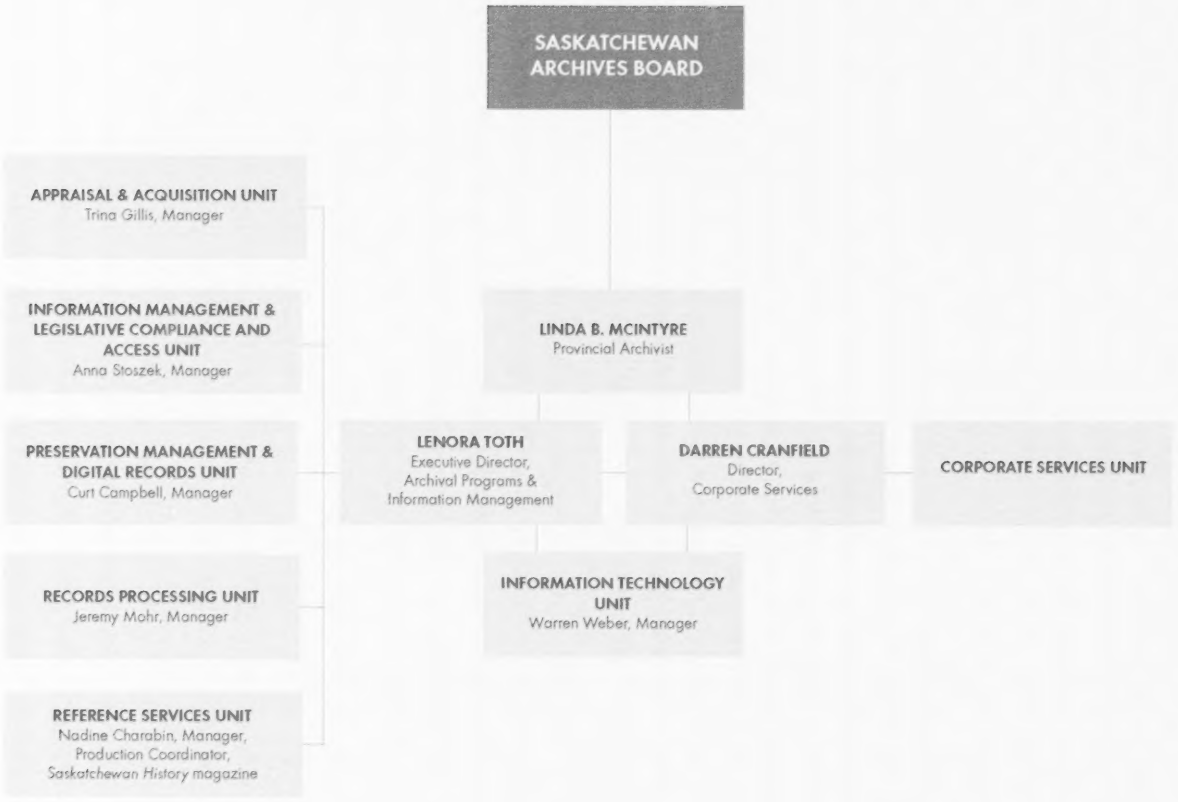
Maureen Miller
Member
Masters' Library and Information Science

Linda B. McIntyre
Provincial Archivist
Secretary to the Board

**Effective October 30, 2012, Dr. Michael Atkinson resigned as a member of the Board. The position of University of Saskatchewan representative to the Board remained vacant for the balance of the fiscal year.*

The Saskatchewan Archives Board and its staff wish to express their gratitude to Dr. Atkinson for his participation as a Board member from September 2010 through October 2012. His vision and expertise assisted the Board to reach many decisions and determine direction for the institution. The Board conveys its best wishes for success in Dr. Atkinson's future endeavours.

ORGANIZATION CHART



Rigourous, fascinating explorations into the many facets of our province's history: the Archives publishes an award-winning journal *Saskatchewan History* that showcases photos and documentary materials from our permanent collection. We are indebted to the many scholars of Saskatchewan and prairie history, political science and other academic disciplines, who share their expertise and guidance by providing peer reviews for scholarly articles, and by contributing to the growing body of knowledge about Saskatchewan's history and heritage.

R-A7487 – Women's Christian Temperance Union Meeting, 1963.

Documents originating from service clubs like Women's Christian Temperance Union, Imperial Order Daughters of the Empire, and Young Women's Christian Association are unique, primary source documents studied to further historical research and understanding into women's and social history in the province.

2012-13 STATISTICS

Number of Disposal Requests received	**882**
Volume of public (government) records submitted for disposal	**3,677 metres**
Volume of public (government) records authorized for disposal	**3,207 metres**
Volume of public (government) records transferred for permanent preservation	**576 metres**
Volume of private records transferred	**215 metres**
Volume of microfilm created/acquired	**261 reels**
Number of contacts with private donors	**207**
Volume of digital records acquired to date	**6,427 GB**

APPRAISAL AND ACQUISITION UNIT

Appraisal and Acquisition is responsible for appraising and acquiring all records, public and private, of ongoing historical significance. Fulfilling this function involves appraising records, coordinating the transfer of records, and negotiating and maintaining agreements with donors.

Appraisal archivists review disposal requests and conduct appraisals on public (government) records that have met their required retention period according to a records schedule. Records of historical significance are transferred to the Saskatchewan Archives and the remainder is authorized for physical destruction. This process, conducted in co-operation with the Information Management Unit, allows the Archives to acquire material vital to the history of the province and provides government institutions with the necessary written authority to destroy records in compliance with provincial legislation. Appraisal archivists also appraise and acquire the records of individuals, businesses, organizations, unions, community groups, municipalities, schools, and more to ensure that a comprehensive picture of the Province through the years is retained.

Key Accomplishments in 2012-13

- **Central Services Records Centre Backlog Project**
  To manage the growing backlog of records awaiting physical appraisal at the Records Centre, the Ministry of Central Services provided funding for two archivists to conduct appraisals. For six months, these archivists worked full-time on appraisals, and addressed 64 per cent of the backlog.
- **Corporate-Wide Amnesty Project**
  The Archives' required activities for the Corporate-wide Amnesty project were completed within the projected timelines. All boxes submitted under the project were intellectually reviewed, and 40 per cent of those boxes were physically appraised to determine long-term historical significance
- **Finalization of Acquisition Criteria**
  These guidelines complement the Acquisition Policy developed in 2010-11
- **Digital Newspaper Acquisition**
  Beginning in 2013, weekly newspapers are no longer microfilmed, but rather are digitized to meet increasing technological demands and to make them more accessible. With the co-operation of the Saskatchewan Weekly Newspaper Association, the Unit will also now acquire weekly newspapers in a digital format.

Goals and Activities for 2013-14

- Continue to transfer all of the archival material identified in the Corporate-wide Amnesty project to our holdings
- Continue to work on the institutional inventory of all archival holdings to further strengthen the management and preservation of the Archives' holdings
- Continue work on the historical appraisal approach of current records included in Operational Records Systems: this approach enables records to be appraised in their original context with the full knowledge of the mandate or function that led to the creation of the record, and ensures that the most relevant and historically valuable records are retained by the Archives
- Continue to develop, in collaboration with Digital Records Program staff, an appraisal toolkit that will ensure all relevant information regarding digital records is properly gathered and recorded.

Corporate-Wide Amnesty Project (Records Disposal)

One of the major recommendations from the 2011 Corporate-wide LEAN Review Committee for Records Management Functions was to establish a firm timeline for ministries to be in total compliance with *The Archives Act, 2004*.

As a first step in this process, in a memorandum from the Cabinet Secretariat distributed to all government agencies in the late fall of 2011, government institutions were offered a one-time amnesty to expedite the disposal of unscheduled, inactive, legacy records that were no longer required to support any administrative or operational functions. Staff from the Information Management and the Appraisal and Acquisition units coordinated this initiative by:

- establishing instructions and criteria for the initiative
- conducting records management compliance reviews
- appraising records for historical significance
- developing an Order in Council for the disposal of the records submitted under the Amnesty
- facilitating the submission of the Order in Council to Cabinet.

Archives' staff coordinated the process and successfully completed all the reviews in accordance with the timelines determined in the memorandum.

As part of the Amnesty initiative, the Saskatchewan Archives received 534 disposal requests, including 14,000 pages of inventories, and conducted records management compliance and historical appraisal reviews for 10,165 boxes (3,253 metres of records).

Once the Order in Council was passed on March 12, 2013, the participating government institutions were notified of the Archives' decisions. Staff in the Appraisal and Acquisition unit continue to transfer the archival material into our holdings.

Corporate-Wide Amnesty Project Statistics:

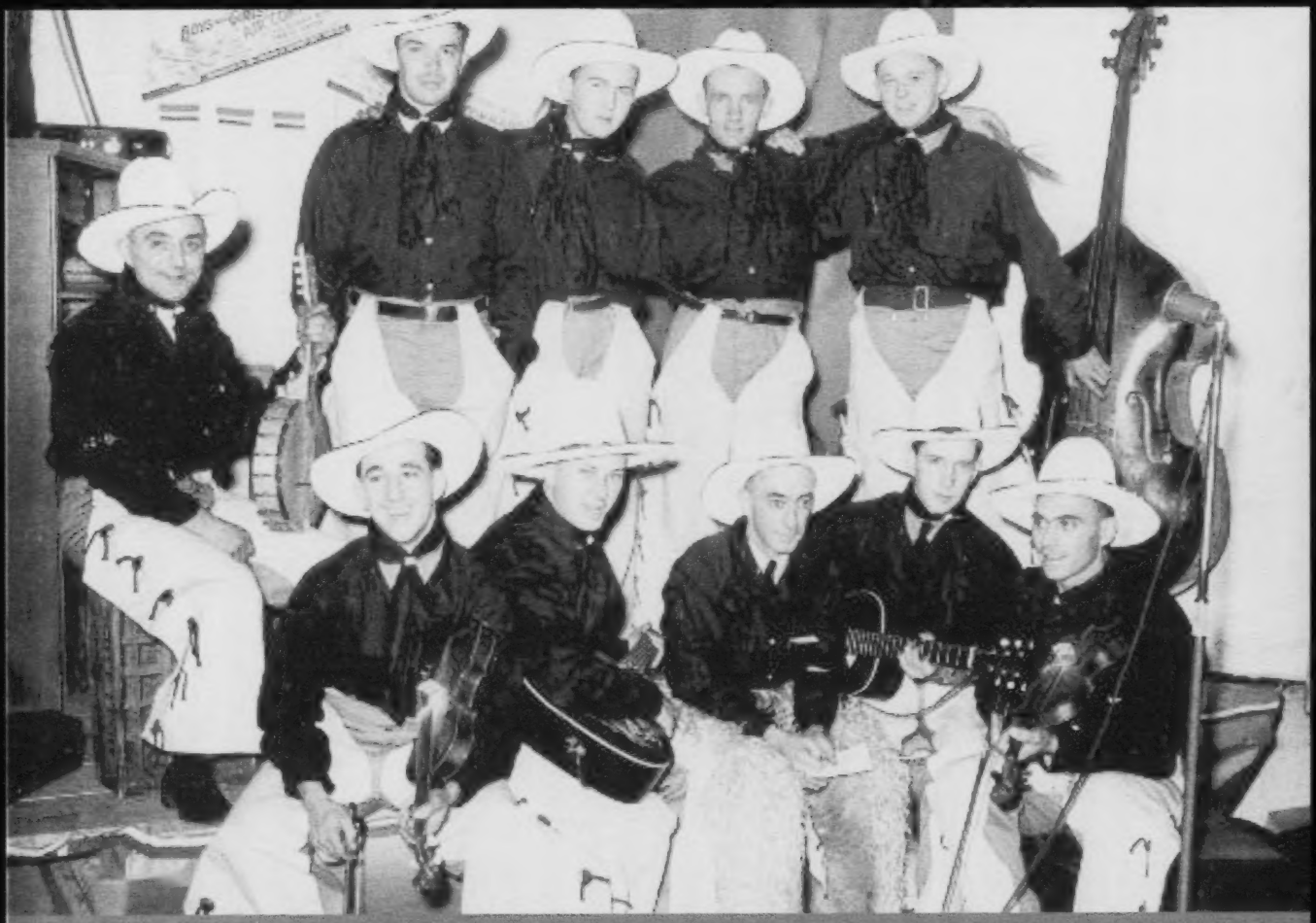
- 534 disposal requests submitted
- 10,165 boxes (3,253 metres) submitted for review
- 1,329 boxes did not meet the criteria (425 metres)
- 3,987 boxes (1,276 metres) physically appraised, with 1,963 boxes (628 metres) identified as archival to be acquired by the Archives
- 6,873 boxes authorized for disposal (2,199 metres).

The following government institutions participated in the project:

- Ministry of Advanced Education
- Ministry of Agriculture
- Ministry of Central Services
- Ministry of Corrections and Policing
- Crown Investments Corporation of Saskatchewan
- Saskatchewan Opportunities Corporation
- Ministry of Education
- Ministry of Government Relations
- Ministry of Health
- Ministry of Highways and Infrastructure
- Ministry of Justice
- Law Reform Commission
- Ministry of Parks, Culture and Sport
- Saskatchewan Municipal Board
- Saskatchewan Research Council
- SaskPower
- Saskatchewan Watershed Authority
- SaskWater
- SaskEnergy
- Ministry of Social Services

R-B935 – Group of Shriners (from Shaunavon?) sitting on a decorated car in front of the Hotel Saskatchewan, 192-?

As part of the Archives' outreach efforts, we invite visitors to our website to spend time browsing through the diverse online exhibits and galleries we have developed. These feature amazing photographs, film and audio clips, maps, documentary art, textual records and publications from the Archives' rich and compelling "treasure trove" of documentary heritage resources. The website includes the database *Threshold* which provides archival descriptions of our permanent collection, and is being added to on an ongoing basis.



R-B3566 - No. 11 SFTS RCAF "Old Time" Orchestra in cowboy attire and some instruments, Yorkton Rotary Club Carnival, 1943.

INFORMATION MANAGEMENT & LEGISLATIVE COMPLIANCE AND ACCESS UNIT

Information Management

Information Management (IM) provides a wide range of records management services that enable government institutions to manage their records in an efficient manner, and helps them to meet their responsibilities as per *The Archives Act, 2004* and other applicable legislation.

IM develops and maintains government-wide policies, procedures and best practices that ensure accountability and compliance with *The Archives Act, 2004* and the privacy frameworks for Executive Government and Crown Corporations.

IM also:

- assists in the development and review of records retention schedules
- facilitates the disposal of government records
- provides records management training
- reviews and advises on institution-specific policy
- recommends records classification and retention schedules to the Public Records Committee (PRC) for review and approval.

IM provides records management expertise to government and non-government clients on a variety of information management issues. IM is also responsible for maintaining the Administrative Records Management System 2006 (ARMS 2006), a standard classification system and retention schedule applicable to all government institutions.

Key Accomplishments 2012-13

- Continued implementing the recommendations of the Corporate-wide LEAN Review Committee for Records Management Functions in government, which included:
- Completed records management reviews for the Corporate-wide Amnesty Project. IM also coordinated development of an Order in Council authorizing the disposal of records and its review by the Public Records Committee (PRC)
- Established a new, more user-friendly format for record classification and retention systems and successfully completing two pilot projects that saw the development of two institution-wide schedules for the Crown Investments Corporation of Saskatchewan and the Ministry of Parks, Culture and Sport. These two schedules, along with a Special Events schedule developed by the Archives, were approved in the new format by the PRC
- Drafted Operational Records System (ORS) development procedures for schedules in the new format based on the pilot projects for the Crown Investments Corporation and the Ministry of Parks, Culture and Sport
- Continued ARMS 2006 revision, including redesigning the manual in accordance with the new format
- Continued activities related to the development and approval of schedules in the previous format. In total, three PRC meetings were held and eight schedules were approved, including an ORS for Ministerial Offices. The approved schedules are the result of successful completion of schedule development projects carried over from the previous fiscal year(s)

- The PRC passed a motion declaring all old schedules predating 1994 obsolete, since they are out-dated and are not compliant with *The Archives Act, 2004* and current records management standards
- Established a partnership with the Public Service Commission (PSC) concerning the development of an on-line module for the Basic Records Management Orientation Training and began developing the module in consultation with the PSC
- Received, in total, 882 disposal requests (not including requests processed under the Amnesty) and completed records management compliance reviews for 862 requests: the disposal of government records is facilitated by reviews to ensure that schedule requirements have been met and to provide a documented accountability framework
- Continued review of records management policies and procedures, government-wide and agency specific, including the Crown Sector Records Management Policy
- Continued a strong advisory role with government and non-government clients alike. IM archivists received and replied to 217 inquiries submitted through the Inquiry Line and the Record Help E-mail. In addition, IM archivists replied to 924 individual e-mail and phone inquiries, participated in 116 meetings and delivered three presentations.

Goals and Activities for 2013-14

- Complete and distribute to government institutions ORS development procedures
- Complete the on-line Records Management Training module
- Finalize revision of ARMS 2006 for PRC approval
- Develop and deliver training sessions for ORS development and records management training for Records Management Coordinators
- Continue reviewing and updating government-wide and agency-specific records management policies, procedures and guidelir es
- Continue partnering with staff in other ministries to host training sessions and to participate in other activities promoting efficient records management practices throughout the government
- Continue processing disposal requests
- Continue reviewing records management processes to ensure efficient service delivery.

Left: R-A14602 – Members of Swift Current Elks Lodge, 196-?

Right: R-B10312 - Members of the Nipawin Loyal Orange Lodge No. 2941 gathered at Tisdale, Saskatchewan, July 12, 1924. Photograph by James Studio, Prince Albert.

Legislative Compliance and Access

As a government institution, the Saskatchewan Archives Board is bound by *The Freedom of Information and Protection of Privacy Act* (FOIPP), *The Health Information Protection Act* (HIPA) and other relevant legislation pertaining to access and privacy. The Archives works to balance the public's right to access against an individual's right to privacy and Legislative Compliance and Access staff (LCA) assist the Archives in meeting that challenge.

LCA staff work to facilitate researcher-access to the Saskatchewan Archives' permanent collection by reviewing and processing researchers' requests to access restricted materials in the permanent collection. Before researchers are granted access, the material is reviewed for personal information and personal health information as defined in FOIPP and HIPA. If personal information is found, it must be severed prior to access or, in certain instances, a non-disclosure agreement may be negotiated.

LCA is responsible for institution-wide compliance with all applicable access and privacy legislation and often provides advice to other units at the Archives. If records with potential privacy and access concerns are identified, LCA staff is contacted and asked to conduct an in-house review of the material.

Key Accomplishments in 2012-13

- Processed 105 researcher access requests and reviewed 25.5 metres of archival textual material as well as two audio cassette tapes with two accompanying slide carousels, three audio reels, and one video
- Completed a data entry project in partnership with the University of Saskatchewan for development of a de-personalized database for the patient registers of the former Saskatchewan Provincial Hospitals in Weyburn and North Battleford
- In cooperation with Information Management staff, reviewed the majority of the Saskatchewan Archives' guides and finding aids, to ensure compliance with access restrictions, which are identified in the applicable legislation. 971 guides were reviewed out of a total of 1,322 guides
- Continued to provide advice to other units on issues concerning privacy and access restrictions

Goals and Activities for 2013-14

- Continue access reviews in a timely manner to provide researchers with requested materials. It is anticipated that the number of requests to access restricted material will continue to grow
- Continue providing advice on access restrictions and conducting in-house reviews at the request of other units in the Archives
- Continue compliance reviews of the guides and finding aids in cooperation with other units of the Saskatchewan Archives.

Opposite page:
58-120-03 - Majorettes in the Regina Lions Junior Band performing in front of the Legislative Building, Regina, June 1958.

Personal papers that shed light on everyday life: these were the first donations of historical documents to what is now known as the Saskatchewan Archives Board. Letters, diaries, photographs and more, have been donated by historically-minded citizens. The Saskatchewan Archives has amassed an impressive permanent collection over many decades: in 2012–13, the total holdings of public records in the Archives occupied approximately 22,000 linear metres (72,178 linear feet) of shelving.

R-A24244-2 - Fanfare Band from Collège Mathieu, Gravelbourg, at Storthoaks, Saskatchewan, June 1947.

PRESERVATION MANAGEMENT AND DIGITAL RECORDS UNIT

Preservation Management

The mandate of Preservation Management (PM) is to safeguard the records entrusted to the care of the Saskatchewan Archives. This involves but is not limited to: monitoring and reacting to environmental conditions such as ultra-violet light, temperature, and humidity; and improving less-than-ideal storage environments. Also, as resources permit, PM continues to focus its efforts to preserve those parts of the collection that are most at risk; and coordinates and manages the organization's disaster response and recovery plans.

Key Accomplishments in 2012-13

- Assisted the Canadian Conservation Institute (CCI) in its analysis of the Saskatchewan Archives' Regina facilities and conservation capacity
- Completed the fifth cycle of utilizing molecular sieves to slow the degradation of our film collection
- Continued a large-scale digitization project that will see the entire Regina reference room photo collection digitized to enhance both its preservation and access. This is a multi-year project (approximately 25,000 of 100,000 images have been completed) with a completion date largely dependent on resources
- Began, in partnership with the Appraisal and Acquisition unit, the process of formally decommissioning the Archives' microfilm program in favour of digital imaging.

Goals and Activities for 2013-14

- Publish the Saskatchewan Archives' Preservation/Conservation Strategic Plan
- Continue to focus on the effective control and efficient access to the photographic resources held at the Regina reference area. This will involve both physical re-housing of records and continued large-scale digitization of the collection
- Continue to establish the infrastructure required to use high-quality digital reproductions as a strategic approach for the preservation, conservation and access to the Archives' collection.

Left: S-SP-B363-1 – The Hon. W.J. Patterson, Lieutenant Governor of Saskatchewan, is shown talking to three Queen's Scouts from Prince Albert and their Scoutmaster, May 14, 1956. StarPhoenix.

Right: R-A11551-3 – Boy Scouts and Cubs – 4th Provincial Scout Jamboree - Saskatchewan. Photo Services image, July 1960.

Digital Records Program

As society grows more comfortable and eager to use technologies that create and read digital records, it is vital for the Archives to adapt and preserve and provide access to the digital "memory" of our province's people and institutions. While the intellectual mandate and formulated strategy of the Digital Records Program is widely supported, it has not yet secured the resources required to effectively engage this challenge: some progress has been made; however the Program struggles continually to meet the challenges of its growing mandate.

Key Accomplishments in 2012-13

- Participated with Library and Archives Canada, and with other provincial partners, to create a capacity check of preservation expertise and equipment across Canada
- Continued to work conceptualizing and designing the required technological and intellectual infrastructure to support large-scale ingest of digital records in collaboration with the Information Technology unit (IT)
- Oversaw the digitization of approximately 500,000 pages from our court and homestead collections.

Goals and Activities for 2013-14

- Secure funding from Young Canada Works to hire an archival studies student to pilot medium-scale ingestion of digital records using various open-source tools
- Continue to establish the long-term storage and access infrastructure necessary to support the large scale ingest, management and access of archival digital records, in collaboration with IT
- Provide advice and assistance for the development of an acquisition and deployment policy for Electronic Document and Records Management Systems for executive government
- Oversee digitization projects/partnerships currently being developed with outside agencies.

Left: S-B7520 – Community Progress Competition judges Dr. Walter Murray (seated left) and Violet McNaughton (seated right) with a group of young women dressed in various national costumes, ca. 1930.

Right: S-SP-B14366-1 – Members of the Imperial Order Daughters of the Empire (IODE) presenting an all-purpose transcription player and public address system to the Christopher Robin Room of the Saskatoon Public Library, November 21, 1960. StarPhoenix.

R-B14407 – St. Anthony's Polish Roman Catholic Church Choir, Regina, Canadian Polish Congress, 1948.

Volunteer service clubs and other non-government organizations: the Saskatchewan Archives houses the records of a large variety of associations and organizations that served as pillars of Saskatchewan communities. Studying their records provides vital historical knowledge about their membership, goals and activities, and about the era in which each organization was most active. Service club records often include materials such as minutes of meetings, bylaws, proposals, reports, newsletters, membership lists, financial statements, and promotional material.

R-A1718 – Freemasons standing in front of City Hall, Prince Albert, 192-?

RECORDS PROCESSING UNIT

Records Processing manages the arrangement, physical processing, and description of public and private records in all formats in the permanent collection of Saskatchewan Archives. This work includes researching the historical significance and use of records and writing histories about their creators and summaries of their scope and context. This information is stored in the archival management system, *Threshold*.

The unit also creates Saskatchewan Archives Finding Aids (SAFA) for processed records to assist researchers in understanding and accessing records in the Archives' holdings. These descriptions are made available to the public on the Archives' website, at our Reference Services reading rooms, and on the Saskatchewan Archival Information Network (SAIN) provincial online catalogue.

The unit is also responsible for coordinating the monetary appraisal of records in order to issue tax receipts to donors. This includes preparing the records for assessment by independent appraisers, the National Archival Appraisal Board, and the Canadian Cultural Property Export Review Board. In 2012-13, four fonds were appraised for monetary value: their combined value was approximately $47,000.

Key Accomplishments in 2012-13

- Produced a total of 13 new finding aids and 35 new records-creator authority descriptions and added them to the SAIN catalogue
- Completed the digitization of 132 finding aids from older Saskatchewan Archives' fonds and series
- Established a *Threshold* training program and succession planning initiative
- Completed review of processing and monetary appraisal procedures with recommendations submitted for review
- Completed the re-housing and description of 5,373 negatives and scanned 1,128 to add to the Archives' website from the Government of Saskatchewan's Photographic Services Agency series.

Goals and Activities for 2013-14

- Expand *Threshold* training program
- Implement new processing and monetary appraisal procedures and continue to identify efficiencies
- Process 12 new fonds and add their descriptions to SAIN
- Establish a records-backlog target and a five-year backlog reduction plan
- Conduct a LEAN review of the finding aid production process
- Continue entering descriptions from the Regina Main Card Catalogue into *Threshold*.

Records Arranged and Described in 2012-13

	Paper/Tape/Film-based	Digital-based
Textual Records	52.4 metres	
Photographs	31,456 items	1,128 items
Cartographic Materials (maps)	4 items	
Architectural and Technical Drawings	505 items	
Moving Images	11 items	
Sound Recordings	55 items	
Artifacts	3 items	

Opposite page:
S-SP-B17062-1 - Members of the Imperial Order Daughters of the Empire (IODE) packing hampers for families in need during the Christmas season, December 6, 1961. StarPhoenix.

Pyrex

Since 1945, the Saskatchewan Archives has strived to establish and implement strong records management and archival practices to ensure Government of Saskatchewan information, a critical public asset, is managed in an accountable manner, and that significant historical records are preserved and accessible for future generations. These practices are also undertaken for the various service clubs whose records are housed at the Archives.

R-A20948-2 – Imperial Order Daughters of the Empire members standing in front of building wearing white dresses with patriotic sashes and Union Jack flags, 1927.

REFERENCE SERVICES UNIT

Reference Services is actively involved in promoting awareness of Saskatchewan's heritage through the rich archival resources of the Saskatchewan Archives. The unit assists people to explore the Province's history by advising in-person visitors of the availability and extent of archival records. It also responds to those corresponding from a distance through e-mail, conventional mail, fax and telephone. The unit gives tours and presentations, prepares interpretive exhibits, and participates in special public events. These activities foster awareness of the value of archives to the wider community.

Key Accomplishments in 2012-13

- Assisted 2,038 in-person visitors and answered 2,870 written or phone enquiries
- Assisted Information Services Corporation to verify homestead information for 529 families who applied for the Century Family Farm Award
- Made available 29,055 archival documents for research in the Archives' reading rooms and prepared 44,092 digital and analog reproductions of archival documents for research clients
- Answered numerous enquiries related to significant anniversaries: the 2012 centennial of the Regina cyclone, and the 2013 Diamond Jubilee of Queen Elizabeth II
- Held a successful LEAN review event to assess and re-engineer processes relating to reference enquiries and reproductions:
  - reduced total enquiry backlog volume from 130 enquiries to an average of 56 enquiries
  - reduced wait times from 80 working days to an average of 26 working days
  - maintained a reproduction wait time of no more than 15 working days for standard orders
  - simplified the reproduction fee structure for both staff and clients
- Developed best practices related to providing reference services, including:
  - retrieval and collection management
  - privacy measures related to researcher registration
  - reading room procedures to enhance collection security and staff/client safety
  - standardized protocols for use of the institution's image bank, and for providing review copies of images to clients
  - streamlined financial procedures, in collaboration with the Corporate Services unit
- Standardized and streamlined statistics gathering and reporting

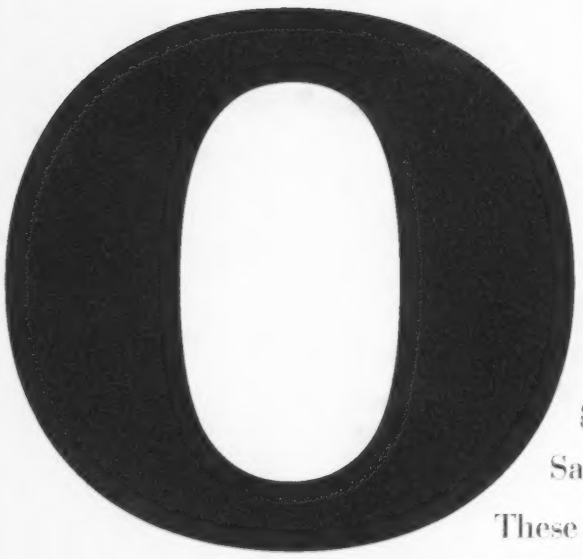
Goals and Activities for 2013-14

- Complete development and deploy a new electronic enquiry management system, as well as an online payment gateway for clients, both direct outcomes from the unit's LEAN review in 2012-13
- Hold a LEAN review of the unit's tour and presentation services
- Research and develop further additions to the fee schedule for reference-related services, including commercial-use fees; and finalize policies, reproduction order forms, and client notifications related to use of reproductions

Reference Statistics for 2012-13

Types of archives users	Number
Personal Visits	2,038
Written Enquiries:	1,354
Conventional Mail:	72
E-mail & Website Enquiries	1,282
Phone Enquiries	1,516
Interlibrary Loans	44
Inter-Office Loans	81
Century Family Farms	529
Total Number of Users	5,562

Opposite page:
R-A15650 – Young man wearing athletic garb (shorts and singlet) carrying baton, waiting in front of YMCA on 12th Ave, likely in a relay race, 193-?



ur outreach programs and special events are greatly enhanced through the support of a special group of volunteers, Friends of the Saskatchewan Archives (FOSA).

These active volunteers participate with Archives' staff, to help Saskatchewan communities and individuals understand how vital the Saskatchewan Archives and its work are to understanding and celebrating our history and heritage.

R-A26623 - Kiwanis Club Community Bathing Beach - group of children with adult supervisors in front of change rooms. Swift Current, 192-?

CORPORATE SERVICES

Corporate Services is responsible for the finances, human resources, information technology, facility and security management, internal records management and other administrative functions of the Saskatchewan Archives.

Key Accomplishments for 2012-13

- Completed renovations and upgrades for an additional 233 m^2 of records storage space acquired in 2012-13
- Launched a human resources toolkit for managers
- Continued streamlining financial processes, while maintaining internal controls and ensuring accountability
- Completed a risk assessment study of our permanent collection
- Initiated a study to review the feasibility of the Saskatoon office.

Goals and Activities for 2013-14

- Evaluate options to effectively meet ongoing requirements for additional records storage space
- Continue enhancement of the organization's financial processes
- Continue to seek cost-effective opportunities to achieve greater efficiencies through the consolidation of Regina locations.

INFORMATION TECHNOLOGY UNIT

Information Technology (IT) is responsible for managing all hardware and software used by the Saskatchewan Archives. This includes maintaining systems and equipment, upgrading to appropriate standards, and handling IT inventory control. The unit works with all other units of the Archives to develop and assist with technology solutions.

Key Accomplishments in 2012-13

- Expanded storage continually throughout 2012-13 to ensure some space for digital records
- Assisted the Reference Services unit to implement the new enquiry management and online payment addition to the Archives' website

Left: S-SP-B145-1 – The unveiling of a sign for an Imperial Order Daughters of the Empire (IODE) project at Victoria School, September 19, 1952. The sign commemorates the original move of the Victoria School from its original site to the University campus, which was organized by the Saskatoon Chapters of the IODE in 1911. StarPhoenix.

Right: S-SP-B3836-3 – The World Chief Guide of the Girl Guides, Lady Baden-Powell, presenting the Badge of Thanks to Mrs. G.H. Morgan of Saskatoon for her service to the Girl Guide Movement, September 23, 1955. StarPhoenix.

- Continued developing and implementing a long-term strategy for web implementation using the archival management system, *Threshold*, to provide digital collections online, in collaboration with Digital Records Program and Records Processing unit
- Continued developing long-term storage and access procedures for digital records, in collaboration with Digital Records Program
- Ingested weekly newspapers with partnership from Saskatchewan Weekly Newspaper Alliance
- Continued work, in collaboration with Digital Records Program, to reach the goal of establishing the Saskatchewan Archives as an accredited Trusted Digital Repository (TDR), using the globally recognized Open Archival Information System reference model (OAIS, ISO 14721:2002). This work, led by Information Technology unit and Digital Records Program, has achieved incremental progress and isolated successes but the establishment of a fully realized TDR has been inhibited by inadequate resource funding.

Goals and Activities for 2013-14

- Expand storage to ensure space for digital records
- Continue to work closely with Digital Records Program to develop long-term strategy for web implementation of the archival management system, *Threshold*, and to provide digital collections online
- Work with Digital Records Program to determine long-term storage and access procedures
- Upgrade server core with additional storage in tape library and storage expansion
- Continue with website implementation of accessing digital files online.

Left: R-A3790 - The Canora-Sturgis Band parading on a street in Canora during the Coronation celebrations for Queen Elizabeth II in 1953.

Right: S-SP-B2709-2 – The Masonic Ball, held at The Bessborough, October 25, 1954. StarPhoenix.

OUTREACH INITIATIVES

Tours and presentations: Archivists in Saskatoon and Regina gave 15 tours and presentations to school groups, university classes, genealogical groups and government departments throughout the year.

Photo features: Interesting photo essays prepared by Archives' staff featuring photographs from the collection are regularly published in *Saskatoon Express*, a community newspaper in Saskatoon.

Archives Week 2013: Saskatchewan Archives' staff members were key participants in the planning of successful Archives Week events in Regina and Saskatoon, in partnership with other member organizations of the Saskatchewan Council for Archives and Archivists. In Saskatoon, a "celebrity reader" event was held, featuring readings from the Archives' collection. In Regina, the event The Rise and Fall of Prohibition was held at Bushwakker Brewpub, which included commentary by a number of presenters, many of whom are regular researchers at the Saskatchewan Archives, and who spoke about their research experiences with our collection.

Saskatoon Heritage Festival: The Saskatchewan Archives' staff in Saskatoon participated in the 25th annual Saskatoon Heritage Festival, featuring an exhibit on the Festival's theme: "Our City: From Prairie to Metropolis." About 2,350 visitors attended the Festival this year.

Youth Heritage Fairs: Staff participated as judges at the Youth Heritage Fairs in Saskatoon, Moose Jaw and Regina in the spring of 2012.

Remembrance Day: Exhibits in both Regina and Saskatoon reading rooms commemorated Remembrance Day.

Friends of the Saskatchewan Archives
The Saskatchewan Archives is appreciative of the efforts of Friends of the Saskatchewan Archives (FOSA): an organization of historically-minded individuals from across Canada who support the Archives through volunteer work, advocacy, promotional activities and social events. Launched in 2011, FOSA holds meetings in Regina and Saskatoon, which are announced in advance to all members and posted on the FOSA web page of the Archives' website at:
http://www.saskarchives.com/about-archives/friends-archives

Current FOSA projects include:

- The Regina Photo Project helps upgrade the textual information documented in the Saskatchewan Archives' photographic collection
- The School Registers Inventory Project focuses on identifying the location of all school registers within the Regina collection, where most of the registers are located
- The Saskatoon Outreach Photograph and Documents Project locates interesting photographs and documents for use in various outreach projects. This includes photos that are unidentified or under-identified in the Archives' collection.

New friends are always welcomed to this volunteer organization. To join Friends of the Saskatchewan Archives, please contact:

- FOSA-Regina area liaison at fosa.regina@gmail.com
- FOSA-Saskatoon area liaison at fosa.saskatoon@gmail.com

Mailing address (Regina):
Friends of the Saskatchewan Archives
c/o Saskatchewan Archives Board
P.O. Box 1665, Regina SK S4P 3C6

Mailing address (Saskatoon):
Friends of the Saskatchewan Archives
c/o Saskatchewan Archives Board
Room 91, Murray Building,
3 Campus Drive
Saskatoon SK S7N 5A4

RETIREMENTS

Bill Wagner retirement
Archivist Bill Wagner celebrated his retirement in January 2013 after serving nearly 33 years with Saskatchewan Archives Board. A specialist in the Archives' sound and moving image collection, Bill's career saw him adapt from a time when archives were rooted in the analogue world of paper, film, drawings and maps, to fundamental changes in technology with the arrival of the desktop computer and the rise of the information culture. Always pleasant and easy to work with, Bill is missed by colleagues and researchers alike.

SASKATCHEWAN HISTORY

Published twice annually by the Saskatchewan Archives since 1948, *Saskatchewan History* magazine has become a colourful and provocative source of information and narration about Saskatchewan's unique heritage and a vital part of our outreach efforts. The magazine publishes both scholarly and popular articles, and showcases photographs and illustrations, often from the Archives' own collection, that document the history of the province and its citizens.

Saskatchewan History published two interesting, attractive issues during this period, thanks to the hard work and creativity of the editor, Myrna Williams, and the art director, Andrew Kaytor of Kaleidoscope Productions.

Spring/Summer 2012 Issue
Notable feature articles published in the eclectic Spring/Summer 2012 issue included:

- *Surviving tough times: Saskatchewan women teachers in the Great Depression* by June Corman and Christine Ensslen
- *A biographical sketch of pioneer naturalist Charles F. Holmes* by C. Stuart Houston
- *Leading the pack: Reflections on Saskatchewan innovations in neuroscience* by Glen Baker, Erika Dyck, and Darrell Mousseau
- *By artists, for artists? Creating the Saskatchewan Arts Board and Canada Council* by Gregory Klages

Fall/Winter 2012 Issue
The articles in this issue focused on a military theme. Notable feature articles published in the Fall/Winter 2012 issue included:

- *The Church on the Home Front: The Church of England in the Diocese of Qu'Appelle and the Great War* by Trevor Powell
- *Ready, aye, ready – or not? Diefenbaker's response to the Cuban missile crisis* by Lenora Toth

S-B1029 – Saskatoon Rotary Club at CPR Station, Saskatoon on their way to the First District Conference at Edmonton, August 1917.

2012-2013 FINANCIAL STATEMENTS

REPORT OF MANAGEMENT

The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains a system of internal controls to ensure the integrity of information that forms the basis of the Financial Statements. The internal controls provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor of Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears on the following page.

On behalf of management,

Linda B. McIntyre
Provincial Archivist

Darren Cranfield
Director, Corporate Services

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Archives Board, which comprise the statement of financial position as at March 31, 2013, the statement of operations, the statement of change in net financial assets and the statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector account standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2013, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Bonnie Lysyk, MBA, CA
Provincial Auditor

Regina, Saskatchewan
June 17, 2013

[illegible]

STATEMENT OF FINANCIAL POSITION

Statement 1

As at March 31

	2013	2012
Financial assets:		
Due from University of Saskatchewan (note 3)	$ 768,058	$ 691,417
Due from General Revenue Fund (note 4)	83,724	76,830
Investments (note 2 and 5)	68,280	66,010
Accounts receivable	12,333	57,736
	932,395	891,993
Liabilities:		
Accounts payable	92,677	95,578
Deferred revenue	2,767	49,395
Accrued vacation pay	37,358	42,663
Accrued salaries & benefits	186,428	171,177
	319,230	358,813
Net financial assets (Statement 3)	613,165	533,180
Non-financial assets		
Tangible capital assets (note 6)	284,811	280,791
Prepaid expenses	20,341	30,508
	305,152	311,299
Accumulated Surplus (Statement 2)	$ 918,317	$ 844,479

(See accompanying notes to the financial statements)

STATEMENT OF OPERATIONS

Statement 2

For the year Ended March 31

	Budget 2013 (Note 10)	Actual 2013	Actual 2012
Revenue:			
Grants - General Revenue Fund	$ 4,341,000	$ 4,341,000	$ 4,313,000
Government of Canada	12,000	-	10,453
	4,353,000	4,341,000	4,323,453
Service revenue	38,000	44,376	46,324
Training revenue	10,000	-	830
Saskatchewan History magazine sales	7,000	7,574	7,086
Investment income	3,100	4,673	5,198
Contract Revenue	-	130,159	-
Records Amnesty Revenue	-	51,500	-
Miscellaneous	10,000	15,662	975
	4,421,100	4,594,944	4,383,866
Expense:			
Salaries and benefits	3,264,574	3,144,997	3,116,109
Administrative services	1,310,326	1,299,569	1,273,313
Amortization of tangible capital assets	101,200	76,540	98,831
	4,676,100	4,521,106	4,488,253
Surplus (Deficit) for the year	$ (255,000)	73,838	(104,387)
Accumulated surplus - beginning of year		844,479	948,866
Accumulated surplus, end of year (Statement 1)		$ 918,317	$ 844,479

(See accompanying notes to the financial statements)

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

Statement 3

For the Year Ended March 31

	2013	2012
Surplus (Deficit) for the year	73,838	(104,387)
Acquisition of tangible capital assets	(80,560)	(92,412)
Amortization of tangible capital assets	76,540	98,831
	(4,020)	6,419
Changes in prepaid expense	10,167	(9,784)
Increase (decrease) in net financial assets	79,985	(107,752)
Net financial assets, beginning of year	533,180	640,932
Net financial assets, end of year	$ 613,165	$ 533,180

(See accompanying notes to the financial statements)

STATEMENT OF CASH FLOW

Statement 4

For the year ended March 31

	2013	2012
Operating transactions		
Surplus (Deficit) for the year	$ 73,838	$ (104,387)
Items not affecting cash:		
Amortization of tangible capital assets	76,540	98,831
Unrealized (gain) loss on investments	(2,270)	(2,143)
Change in non-cash balances relating to operations:		
Accounts receivable	45,403	(50,865)
Grant receivable - General Revenue Fund	-	2,000
Prepaid expenses	10,167	(9,784)
Accounts payable and accrued liabilities	(2,901)	(16,851)
Accrued vacation pay	(5,305)	5,457
Accrued salary and benefits	15,251	36,410
Deferred Revenue	(46,628)	47,888
Cash provided by operating transactions	164,095	6,556
Capital transactions		
Acquisition of tangible capital assets	(80,560)	(92,412)
Cash used in capital transactions	(80,560)	(92,412)
Net increase (decrease) in cash	83,535	(85,856)
Cash, beginning of year	768,247	854,103
Cash, end of year	$ 851,782	$ 768,247
Cash includes the following:		
Due from the University of Saskatchewan	$ 768,058	$ 691,417
Due from General Revenue Fund	83,724	76,830
	$ 851,782	$ 768,247

(See accompanying notes to the financial statements)

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2013

1. Authority

The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations as investment income or loss.

c) Revenue

Revenues are recognized as they are earned and measurable.

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

d) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

e) Changes in accounting policies

The Board adopted Canadian public sector accounting standards PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3410 Government Transfers and PS 3450 Financial Instruments during the year. The adoption of these standards had no significant impact on the Board's financial results.

3. Due from University of Saskatchewan

The University of Saskatchewan administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account. Monies were transferred monthly from the GRF to the Board's bank account held at the University of Saskatchewan. Saskatchewan Archives Board is designated a public agency by Treasury Board and is subject to its directives pursuant to *The Financial Administration Act, 1993*.

5. Evelyn Eager Estate

In July 1992, the Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets for fiscal year 2012-13

	2012-13				2011-12
	Office Furniture and Equipment	Computer Hardware and Software	Lease Hold Improvements	Total	Total
Opening cost	$569,399	$588,609	$57,266	$1,215,274	$1,122,862
Additions during the year	$49,670	$30,890	$0	$80,560	$92,412
Disposals during the year	$0	$0	$0	$0	$0
Closing cost	$619,069	$619,499	$57,266	$1,295,834	$1,215,274
Opening accumulated amortization	$440,410	$474,724	$19,349	$934,483	$835,652
Annual amortization cost	$20,587	$45,209	$10,744	$76,540	$98,831
Amortization related to disposals	$0	$0	$0	$0	$0
Closing accumulated amortization	$460,997	$519,933	$30,093	$1,011,023	$934,483
Net book value of tangible capital assets	$158,072	$99,566	$27,173	$284,811	$280,791

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences. The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in revenue is related party transactions of $164,658 (2012 - $2,319) of which $45 (2012 – $0) was outstanding at March 31, 2013. Included in expense is related party transactions of $1,574,125 (2012 - $1,494,011) of which $163,600 (2012 - $139,712) was payable at March 31, 2013.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $190,136 (2012 - $190,889).

9. Financial Instruments

The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, receivables, accounts payable, accrued liabilities, deferred revenue, and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

THANKS TO OUR DONORS

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Thanks to our Funders and Partners

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